

# CITY OF BEAVERTON

## Legal Office Supervisor

### General Summary

Provide administrative and legal secretarial assistance to the City Attorney and Assistant City Attorney. Serve as office manager. Coordinate and supervise the administrative activities of the City Attorney's Office.

### Key Distinguishing Duties

Overall responsibility for the administrative activities and staff of the section including hiring employees; responding to grievances and overseeing the disciplinary process as needed.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Supervise section operations. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City Attorney department management team. Evaluate performance, processes, and program effectiveness and take action for improvement as necessary.
2. Supervise staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Provide legal secretarial duties, such as scheduling, calculating mandated timetables, confirming case citations, drafting and preparing legal documents and records of proceedings, gathering discovery documentation, filing, and preparing service of legal documents. Provide administrative support to City Council.
4. Answer inquiries over the telephone and in person. Provide information on City and department policies and procedures. Act as liaison between individuals and courts by scheduling meetings, court hearings, and depositions, and docketing trials.
5. Assist in developing department budget by compiling, projecting and analyzing data. Monitor budget and expenditures.
6. Establish and maintain files and records, including City Attorney Opinions and Beaverton Municipal Codes.

7. Conduct special research projects. Compile required data. Format, verify, and update database and spreadsheet information.
8. Produce standard and customized reports. Prepare appellate level pleadings, briefs, affidavits, contracts, memorandums, and correspondence related to civil and criminal cases. Compose and draft ordinances for City Attorney's review, and City Council's approval.
9. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
10. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
13. Represent the City Attorney's department and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Follow standards as outlined in the Employee Handbook.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Expert knowledge of English grammar, spelling and usage.
- ◆ Advanced knowledge of legal terminology, documents, and procedures for preparation of legal documents for court.

- ◆ Working knowledge of rules and procedures governing civil and criminal courts, administrative agencies, and the City.
- ◆ Working knowledge of proper methods for citation of laws and cases within legal documents.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of the laws and regulations governing municipalities.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

### **Skills/Abilities Required**

- ◆ Advanced skills in the use of statutes, City codes, court rules and various agencies' procedures, policies, and records as references to verify document information and insure accuracy.
- ◆ Advanced ability to create and utilize appropriate formats for legal pleadings, documents and standardized forms.
- ◆ Advanced ability to perform alpha-numeric filing and accurate record-keeping.
- ◆ Advanced skills in legal document processing.
- ◆ Skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to successfully manage the operations and budget of a department.
- ◆ Strong ability to effectively manage multiple tasks and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Expert ability to use word processing and spreadsheet programs as required for position.

### **Minimum Qualifications Required for Entry**

High school diploma or GED and 4 years administrative support experience in a legal environment including 1 year in a supervisory or lead role or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Notary public license.

## **Working Conditions**

Regular focus on a computer screen for prolonged periods; daily use of a keyboard or similar device; weekly lifting, moving and carrying of objects of 10 to 20 pounds; crouching, crawling, bending, kneeling, climbing or balancing; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

## **Classification History**

As of 10/97: Senior Legal Secretary

Revised: 1/98

New class specification title 1/98: Legal Office Supervisor

Revised: 11/04

Revised 1/1/09

Status: M3

FLSA: Non-Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date